

Job Description
St. Kilian Church

POSITION TITLE: Youth Ministry Coordinator

JOB CLASSIFICATION: Non-Exempt, Full-Time (30 to 40 hours/week; benefits eligible)

REPORTS TO: Pastor and Director of Youth Ministry

SCHEDULE: Available to work evenings and weekends

PAY RANGE: \$24.00 - \$30.00 per hour based on experience, education and qualifications

JOB SUMMARY:

The Youth Ministry Coordinator at St. Kilian Catholic Church is first and foremost, a passionate and active Catholic with a desire to accompany the spiritual journey of young people. With the Director of Youth Ministry, the coordinator will serve as an advocate for the spiritual needs of youth in the community, build faith-centered relationships with the families of the parish, and support the volunteer teams that serve the youth ministry.

The primary focus of this role will be leadership of the middle school youth ministry program and fostering its continued growth and development. Along with middle school responsibilities, the coordinator will also serve in a support capacity to the high school youth ministry program. The coordinator will also be expected to foster a strong connection and healthy relationship with leadership on a parish-wide and diocesan level.

RESPONSIBILITIES:

The responsibilities of this position include, but are not limited to:

Middle School Youth Ministry

- Develop, implement, promote, and facilitate formation programs for middle school youth including social events, service opportunities, and spiritual events.
- Recruit, train, and mentor adult volunteers including monitoring Safe Environment eligibility.
- Collaborate with the Director of Faith Formation to prepare middle school youth who are in need of sacramental preparation.
- Complete administrative tasks related to the ministry: budgeting, records, communications, etc.
- Meet regularly with the Director of Youth Ministry and Pastor to provide updates on the status of the middle school youth ministry program.

High School Youth Ministry

- Serve in support capacity to Director of Youth Ministry in the development, preparation, and facilitation of high school youth ministry programs, occasionally leading sessions.
- Assist with the catechetical, liturgical, and administrative components of the Sacrament of Confirmation preparation program.
- Attend and serve as chaperone for large-scale, off-site, and overnight events.

Other Responsibilities

- Maintain regular presence at Sunday 5pm Youth Mass.
- Attend and participate in whole-parish events and staff meetings.
- Maintain professional and collaborative relationships with staff and parish ministries.
- Attend diocesan youth ministry formation and professional development opportunities.
- Foster collaborative relationships with other local parishes.
- Support growing young adult programs.

QUALIFICATIONS

- Is a devout, practicing, and fully initiated Roman Catholic in good standing. Knowledge of and the ability to share the Catholic faith to youth and their families.
- Strong oral and written communication skills, proficiency in Spanish desired.
- Comfortable using computer-based programs including Word, Excel, Outlook, and familiarity with social media sites.
- Organizational skills, including time management, delegation, planning and budgeting.

EXPERIENCE & EDUCATION:

- Bachelor's Degree, preferably in Theology, Religious Studies, or related field.
 - Commensurate experience will also be taken into account.
- Certificate in Youth Ministry, Catechist Certification, or related field desired.
- Three to five years of experience desired, either professional or volunteer, working with youth, preferably in a parish setting.
- Experience and skills as worship leader in youth ministry settings desired.

Work Conditions

- The position primarily involves work in a parish and schools setting, and in an office setting requiring frequent use of standard office equipment such as computers, telephones, printers, credit card terminals, postage machines, and filing systems.
- Occasional evening and weekend work may be required to support department programs, operational needs, or campus events.
- Must be available to adjust the work schedule as needed to meet organizational deadlines, operational demands, ministry activities or special projects.
- Regular interaction with students, staff, faculty, and visitors in a professional and faith-based environment.
- Some local travel may be required for meetings, trainings, or work-related events.

Physical Requirements

- Ability to remain seated for extended periods while performing administrative and computer-based tasks.
- Frequent walking, standing, and movement around the campus or office facilities to support programs and operational needs.
- Ability to lift and carry items up to 25 pounds, such as materials, supplies, and event equipment.
- Manual dexterity required for operating office equipment, preparing materials, and

managing paperwork.

- Visual and auditory ability to communicate effectively with colleagues, students, and visitors in person, via email, and by phone.
- Must be able to set up and dismantle chairs, tables, and other equipment required for meetings, programs, or campus activities as needed.